

## AIR FORCE CORE PERSONNEL DOCUMENT

ORGANIZATION:	10CEG/510CES/CEF	NUMBER:	04X10
SUPV LEV CODE:	6	COMP LEV CODE:	02
TARGET GRADE:	GS-7	FLSA:	NON-EXEMPT
JOB SHARE:	N	CAREER PROG ID:	NA
SENSITIVITY:	NONCRITICAL-SENSITIVE	BUS:	ACAD AFGE/1867 X PROF
EMERGENCY ESS:	N	DRUG TEST:	Y
KEY POSITION:	N	POSITION HIST:	REPLACE 04X10, 7-2-96

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CLASSIFICATION: Lead Firefighter, GS-0081-07  
DUTY TITLE: Crew Chief

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ORG & FUNC CODE:	ECY	Civil Engineering
1ST SKILL CODE:	75% ABWPDH	Firefighter, Structural
2ND SKILL CODE:	25% ABWPDJ	Firefighter, Airfield
3RD SKILL CODE:	%	

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CLASSIFIED BY: RON DALE

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CLASSIFIER SIGNATURE

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DATE

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SUPERVISOR'S CERTIFICATION:

I certify that this Core Personnel Document is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. The position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

SUPERVISOR: ERNST R. PIERCY

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SUPERVISOR'S SIGNATURE

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DATE

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CERTIFICATION:

Rater/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

\*Signature acknowledges receipt. It does not indicate agreement/disagreement.

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## PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: To perform a variety of fire fighting, fire prevention, hazardous materials and rescue work associated with buildings, light aircraft, forested areas and automobiles.

The organizational location of this position is: USAF Academy, CO  
10th Air Base Wing  
10th Civil Engineer Group  
510th Civil Engineer Squadron  
Fire Protection Flight

## ORGANIZATIONAL GOALS OR OBJECTIVES:

The organizational goals or objectives of this position are: Serves as a member of a fire fighting crew, performing duties related to the protection of life, the environment and property. Directs the actions of his/her assigned crew during emergency situations. Participates in and directs the inspection and maintenance of fire fighting vehicles and mounted equipment. Acts as a first responder to hazardous materials incidents.

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DUTY 1:	35%	X Critical	Non-Critical
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Performs and directs vehicle inspection and maintenance, directs and participates in exercises and training classes for assigned crew.

## STANDARDS:

- A. Ensures driver/operator is properly trained to operate, inspect and maintain assigned vehicles, tools and special equipment.
- B. Ensures driver/operator is trained to correctly complete accident forms in a timely manner.
- C. Conducts training classes using established lesson plans, submitting the proper documentation in accordance with established policies and procedures.
- D. Conducts daily inspection of fire fighting equipment, including the apparatus, tools, extinguishers and similar equipment.
- E. Ensures vehicles and equipment are returned to proper operating condition immediately following exercises or emergency responses.
- F. Directs the work activities of the assigned crew during routine and emergency situations, ensuring crew members know their responsibilities.
- G. Demonstrates a working knowledge of and trains others on facilities, aircraft, hydrants, installed fire protection systems, airfield locations and streets. Accomplishes this through training and physically visiting the areas following appropriate directives and operating instructions.
- H. Ensures assigned crew can readily recognize assigned aircraft and can properly perform methods of aircraft rescue, including positioning of apparatus, entry procedures, engine shut down, and aircrew/passenger removal during exercises and emergency responses.

KSA: 1, 2, 3, 4, 5, 6

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DUTY 2:	35%	X Critical	Non-Critical
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Directs the crew in emergency response activities.

STANDARDS:

- A. Ensures crew responds to emergencies with proper protective equipment; demonstrates the ability to perform proper evaluation of an emergency, manpower, equipment, and agent availability during emergencies and training evaluations.
- B. Takes charge of an incident if first to arrive on scene, initiates proper procedures for rescue and initial attack, relaying information and assigning next due vehicles until relieved by a senior fire official. Directs crew in fire fighting duties, including fire attack, ladder positioning, exposure protection, rescue, etc., as demonstrated during emergencies and training evaluations.
- C. During emergency responses, is watchful for evidence that may lead to the cause of an incident and reports findings to the senior fire official in a timely manner.
- D. Acts as a first responder to hazardous materials incidents following appropriate laws, directives and operating instructions.
- E. Assigns fire fighters to specific posts during fire fighting situations to ensure fires are controlled and extinguished. Transmits orders from the senior fire official, insuring they are carried out in a timely manner.

KSA: 1, 2, 3, 4, 5, 6

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DUTY 3:	15%	X Critical	Non-Critical
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Performs and directs crew members to perform station maintenance.

STANDARDS:

- A. Maintains and ensures that crew members effectively maintain fire department buildings and grounds according to locally established guidelines.

KSA: 4, 5

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DUTY 4:	10%	X Critical	Non-Critical
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Acts as Station Captain

STANDARDS:

- A. Performs the duties of Station Captain during periods of officer shortages, following established policies and procedures and as directed by supervisor.

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B. Assigns personnel to vehicles and directs day-to-day activities following established policies and procedures as directed by the supervisor.

KSA: 1, 2, 3, 4, 5, 6

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DUTY 5:

5%

Critical

X Non-Critical

Maintains personal appearance and working relationships with fellow employees.

## STANDARDS:

A. Maintains appropriate grooming standards and wears the prescribed uniform in accordance with Air Force Instructions and appropriate Fire Department Operating Instructions.

B. Ensures personal grooming habits do not affect the proper wear of personal protective equipment, in accordance with Air Force Instructions and appropriate Fire Department Operating Instructions.

C. Works harmoniously with fellow fire fighters and supervisors during day-to-day activities and during emergencies in a manner that prevents complaints.

KSA: 4,5

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Other significant facts pertaining to this position are:

A. Prior to being placed into this position, the individual must have the following International Fire Service Accreditation Congress Certifications: Fire Officer I; Fire Instructor I; Fire Inspector I; HAZMAT Operations.

B. Fire fighting is characterized by unusual structures, light aircraft, large concentration of people and a high potential for a severe fire environment.

C. May perform airfield fire protection about 25% of the time and structural and other fire protection about 75% of the time.

D. May be assigned to any of the three fire department stations or the auxiliary air field locations at any time. When assigned to an auxiliary air field, may work an uncommon tour.

E. Is required to perform critical services regardless of weather conditions or base closure and will report to the duty station at the regularly scheduled reporting time.

F. Must participate in the mandatory physical fitness program.

G. Required to use all safety equipment and clothing provided by management.

H. Must participate in offered Air Force schools, regional training seminars, and courses on job related subjects.

I. Incumbent is subject to random drug testing.

J. Must maintain a valid Colorado driver's license.

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K. Must complete and maintain Colorado Certification Training program for wildland fire fighting or Red Card certification.

L. In accordance with HQ USAF Letter, dated 1 Nov 89, subject: Special Coverage of Law Enforcement and Firefighter Positions, the following statement will apply to this position (please see your SF-50 to see which retirement system you are under):

Retirement  
System

Special Coverage Statement

FERS                      Position covered as a rigorous position under the Federal Employee's Retirement System (FERS) special retirement provisions (5 U.S.C. 8412 (d) ). Authority: Department of Defense Memorandum dated 31 August 1989.

CSRS                      Position covered as a primary position under the Civil Service Retirement System (CSRS) special retirement provisions (5 U.S.C. 8336 (c) ). Authority: OPM letter dated 26 Jun 89.

## RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of basic and specialized fire fighting including structures, aircraft, hazardous materials, natural cover, rescue, etc.
2. Ability to communicate clearly and concisely in preparing written correspondence and reports.
3. Ability to drive and operate fire fighting vehicles and operate specialized equipment.
4. Ability to work with others and work calmly in stressful situations.
5. Ability to follow instructions and perform crew leadership duties.
6. Knowledge of the operation of fire department communications equipment.

### Factor 1, Knowledge Required

Level 1-5 ( 750 Points)

Knowledge (such as would be acquired through a pertinent baccalaureate educational program or its equivalent in experience, training, or independent study) of basic principles, concepts, and methodology of a professional or administrative occupation, and skill in applying this knowledge in carrying out elementary assignments, operations or procedures. In addition to the practical knowledge of standard procedures, practical knowledge of technical methods to perform assignments such as carrying out limited projects which involves use of specialized, complicated techniques.

### Factor 2, Supervisory Controls

Level 2-3 ( 275 Points)

The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists the employee with unusual situations which do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

### Factor 3, Guidelines

Level 3-2 ( 125 Points)

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Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

**Factor 4, Complexity****Level 4-3 ( 150 Points)**

The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships..

**Factor 5, Scope and Effect****Level 5-3 ( 150 Points)**

The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs, or equipment; the adequacy of such activities as field investigations, testing operations, or research conclusions; or the social, physical, and economic well being of persons.

**Factor 6, Personal Contacts****Level 6-2 ( 25 Points)**

The personal contact are with employees in the same agency, but outside the immediate organization. People contacted generally are engaged in different functions, mission, and kinds of work and/or the contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g. the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; one or more of the parties may be uninformed concerning the role and authority of the other participants).

**Factor 7, Purpose of Contacts****Level 7-2 ( 50 Points)**

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

**Factor 8, Physical Demands****Level 8-2 ( 20 Points)**

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items. The work may require specific, but common, physical characteristics and abilities such as above average agility and dexterity.

**Factor 9, Work Environment****Level 9-2 ( 20 Points)**

The work environment involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts or machines, with contagious diseases or irritating chemicals, etc. Employees are required to use protective clothing such as masks, coats, pants, boots, helmets, gloves, etc.

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**CLASSIFICATION SUMMARY:**

The GS-081 classification standard is not in FES format, however, factor levels were put on the core document for description of appropriate levels.

**CLASSIFICATION STANDARD(S) USED:**

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Fire Protection and Prevention Series, GS-081/09-91 (TS-108)

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USAF Academy Free-Flow Format: 04-94

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